

EXEMPT RECRUITMENT ANNOUNCEMENT *POLICY DIRECTOR*

Open Date: February 26, 2013
Position: Policy Director
Annual Salary: \$ 75,000-\$90,000 + Health and Retirement Benefits
Reports to: Executive Director, State Board of Education
Location: Olympia, Washington
Closing Date: Open Until Filled ~ Applications will be screened upon arrival

The State Board of Education (SBE) is currently seeking a qualified candidate to serve as the agency's Policy Director. The SBE's role in the K-12 system is to lead the development of state policy, provide system oversight, and advocate for student success.

OVERVIEW

The State Board of Education is authorized by the Washington State Legislature to provide advocacy and strategic oversight of public education, develop an accountability framework that results in improved student learning, and provide leadership in the creation of a system that personalizes education and respects diverse cultures, abilities, and learning styles. The Board also determines the high school graduation requirements, promotes achievement of the goals of Washington's Basic Education Act, approves changes in the scores needed to meet the standards on state assessments, and implements selected policy recommendations of the Legislature.

The Washington State Board of Education is comprised of sixteen members. Five members are elected regionally by representatives of local school boards; seven are gubernatorial appointees. The Superintendent of Public Instruction and one private school representative also serve. In addition to the fourteen voting members, the Washington Association of Student Councils selects two high school members for Board appointment.

This new position, located in Olympia, Washington, will play a key role in the State Board of Education's policy development processes, and will help communicate and provide guidance on a range of education policy issues in a fast-paced environment to a variety of audiences.

Jeff Vincent, *Chair* • Randy Dorn, *Superintendent of Public Instruction*
Kevin Lavery • Phyllis Bunker Frank • Elias Ulmer
Bob Hughes • Dr. Kristina Mayer • Matthew Spencer • Cynthia McMullen JD
Mary Jean Ryan • Tre' Maxie • Connie Fletcher • Judy Jennings
Ben Rarick, *Executive Director*

(360) 725-6025 • TTY (360) 664-3631 • FAX (360) 586-2357 • Email: sbe@k12.wa.us • www.sbe.wa.gov

CANDIDATE PROFILE

This position plays a lead policy role within the State Board of Education and operates with a high degree of professional autonomy. This person will:

- Play a leadership role in policy development, working at the direction of the Executive Director and members of the State Board of Education. Areas of policy emphasis for the State Board of Education currently include:
 - Development of a state Achievement Index to evaluate school and school district performance, for the purpose of identifying high-performing schools for recognition, and struggling schools for additional supports.
 - Development of a state accountability framework for the delivery of a continuum of supports to struggling schools, based on the magnitude of need.
 - Strengthening high school graduation course-taking requirements to align with the legislature's revised definition of the program of basic education, as established in ESHB 2261 (Chapter 548, Laws of 2009).
 - Development of statewide performance improvement goals pertaining to key milestone targets in school readiness, early literacy, middle school math, high school graduation rates, and post-secondary educational attainment levels, among other factors.
 - Other areas of focus include charter school authorizer oversight policy, implementation of Common Core State standards and an aligned statewide assessment system, advocacy for ample funding for Washington public school through implementation of a revised program of basic education, and making recommendations on the alignment of high school testing requirements and Washington minimum graduation requirements.
- Write high-level policy briefs and make presentations to the State Board of Education on a variety of topics pertaining to the SBE Strategic Plan.
- Undertake high-level research and data analysis projects for presentation to the State Board of Education and stakeholder communities.
- Occasionally represent the Executive Director for policy seminars, workshops, and stakeholder engagement activities advancing the policy agenda of the Board.
- Coordinate and often lead stakeholder and workgroup meetings to advance the work of the Board.

DESIRABLE EDUCATION, KNOWLEDGE AND SKILLS

- Bachelor's degree in political science, public policy, education, or related field with a minimum five years of professional experience; master's degree strongly preferred but not required.
- Management-level experience in the field of education policy strongly preferred;
- Excellent written, spoken, and interpersonal communications skills;
- Ability to interact at senior management levels within state agencies and educational organizations which are impacted by the policies of the State Board of Education;

SBE provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Persons needing accommodation in the application process or this announcement in an alternative format may contact the human resource consultant listed in "Application Process."

- Demonstrated ability to produce high level written materials and presentations;
- Ability to work effectively under deadlines, and to recognize and set priorities, plan, and organize work;
- Ability to work independently, and use initiative and independent judgment in a wide variety of situations;
- Ability to work as a team player with a wide variety of stakeholders
- Ability to travel intrastate;
- Familiarity with Microsoft Outlook programs a must. Familiarity with Sharepoint, and statistical analysis programs, preferred.
- Experience working in or with schools and school districts a plus. Legislative experience (testifying, advocacy, etc) a plus.

APPLICATION PROCESS

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, a complete list of five or more personal and professional references, and the optional affirmative action information request below. Please send all the application materials to:

Kristin Collins, Human Resource Consultant
Office of Superintendent of Public Instruction
600 Washington Street Southeast/Post Office Box 47200
Olympia, Washington 98504-7200
Voice/Message: (360) 725-6270; FAX: (360) 664-0567
E-mail: Kristin.Collins@k12.wa.us Internet: <http://www.k12.wa.us>

Please be aware that agency hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process. Electronic application packages are encouraged and should be sent in ***MS Word format only***.

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VOLUNTARY AFFIRMATIVE ACTION FORM

Completing this form will enable the State Board of Education to assess the composition of the workforce for Affirmative Action planning purposes. We ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will be available only to authorized personnel. It will be maintained in a location separate from your official personnel file. The information you provide may require verification. Please be advised, if race, culture, military and/or disability status is not indicated, the statewide personnel computer system will classify you as Caucasian, no active military duty and no disability. Please review the affirmative action definitions attached to this form.

Name:	
Date of Birth (MM/DD/YY):	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity/Hispanic Origin	
Are you of Hispanic/Latino Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No Hispanic Origin includes all persons of Mexican, Mexican American, Chicano, Puerto Rican, Cuban, Central or South American, Dominican, Latin American or other Spanish culture or origin, regardless of race.	
Race Information (check all that apply)	
<input type="checkbox"/> American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment	
<input type="checkbox"/> Asian – A person having origins in any of the Asian groups	
<input type="checkbox"/> Black/African-American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White/Caucasian	
Disability Information	
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Veteran Information (CHECK ALL THAT APPLY)	
<input type="checkbox"/> Non Veteran <input type="checkbox"/> Vietnam-era Veteran <input type="checkbox"/> Disabled Veteran* <input type="checkbox"/> Discharged with a duty-related disability* and less than 1 year of service <input type="checkbox"/> Discharged at the convenience of the government with less than 1 year of service <input type="checkbox"/> Honorably Discharged with 1 year + of service receiving less than \$500 month <input type="checkbox"/> Separated or Retired Veteran earning less than \$500 month in retirement pay or with fewer than 20 years' active service. <input type="checkbox"/> Retired Veteran earning more than \$500 month in retirement pay or with 20 or more years' active service. <input type="checkbox"/> Other Veteran: _____ <input type="checkbox"/> Surviving Spouse or Surviving Registered Domestic Partner of a Veteran.	
Please Choose Branch of Military: <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> National Guard <input type="checkbox"/> Coast Guard	
If you are a disabled veteran, state your percent (%) of disability ____%	
Signature:	Date:

For the purpose of determining seniority for granting preference during layoffs and subsequent re-employment, any permanent employee who has one or more years of active military service in any branch of the armed forces of the United State or who has less than one year's service and is discharged with a disability incurred in the line of duty or is discharge at the convenience of the government and who, upon termination or such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with

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evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge is given: Provided, that for the purposes of this section “veteran” does not include any person who has:

- (1) Twenty or more years active military service, and whose retirement is designated by the armed forces of the United State as “voluntary” as evidenced by the DD Form 214 or other official military records; **and**
- (2) Whose military retirement pay is in excess of five hundred dollars per month.

If you are a veteran or a surviving spouse or a surviving registered domestic partner of a veteran of active service in the armed forces of the United States, please provide a copy of the military discharge paper (DD214) or (NGB From 22). Military credit will be given based on this document.

Permanent Employee – For layoff purposes, any non-civil service exempt employee who has satisfactorily passed their probation period.

Vietnam-era Veteran – A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961*, an May 7, 1975, and was discharge or released with other than a dishonorable discharge; or who was discharge or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964, and May 7, 1975. (*Service between February 28, 1961, and August 4, 1964, must have been performed within the Republic of Vietnam in order to qualify)

Disability – For affirmative action data reporting purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means:

- (a) Any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions: or
- (b) Any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness or any specific learning disability.

The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran – A person who is entitled to compensation under laws administered by the U.S. Department of Veteran Affairs for disability (A) rated at 30% or more, or (B) rated at 10% or 20% in the case of a veteran who has been determined by the Department of Veteran’s Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide a letter from the Department of Veteran’s Affairs Secretary confirming employment handicap as it relates to item (B).